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SUGGESTION AND ACHIEVEMENT AWARDS NEWSLETTER

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This is our first publication of a combined listing of Suggestion and Achievement Awards approved during Fiscal Year 1977. Quite a number of noteworthy cases could not be included because of their security classification.

The descriptions under "Achievements" should serve as a useful guide to supervisors and possibly stimulate future nominations for deserving employees. It is hoped that the cases listed may prove of value in additional areas of the Agency. If more data on a particular case is desired, please call the SAAC staff, X-2086.

Thirty-five Special Achievement or Exceptional Accomplishment nominations were approved during Fiscal Year 1977 for a total of \$53,985. This was a new record and important increase over the previous high of \$39,560. The highest individual awards granted were for \$7,000 and \$5,000.

Executive Registry
78-5171

DD/A Regis
78-1495

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ACHIEVEMENTS

(U/AIUO) Three printing and publication assistants of the National Intelligence Staff were recognized with Special Achievement Awards for accomplishing assigned tasks in a manner that resulted in previously unattained records of production. The task was formidable, if not near impossible. Yet the need for these products within the deadlines set was imperative. (SA-64--\$900 Special Achievement Award, equally shared)

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(U/AIUO) A language instructor earned an \$800 Special Achievement Award for hard work and contributions to the intelligence process. The instructor developed both basic and specialized courses in Russian that have enabled students to receive training while working with Russian language materials of intelligence value and an integral part of the students' job. Through a specialized job-orientated Russian reading program, the officer has enabled students to exploit intelligence opportunities in the Russian language in such disciplines as nuclear energy, biophysics, aeronautical engineering and space technology. Her capacity to obtain consistently effective results is testimony to her ability, exceptionally hard work, and dedication to producing students with language skills in technical areas of high priority. (SA-73--\$800 Special Achievement Award)

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(U/AIUO) An Intelligence Officer earned a \$1,000 Special Achievement Award for his publication of "Intelligence in the War of Independence", the Agency's official Bicentennial publication. Because of his interest and abilities, he was also tasked to research, publish and implement the "Intelligence on This Day" display. Some White House speakers at Bicentennial events and senior Agency officials made extensive use of the data he compiled on the uses and significance of intelligence in American history. (SA-72--\$1,000 Special Achievement Award)

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(U/AIUO) A Personnel Officer assigned to an Agency facility was instrumental in the success of various equal employment

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and upward mobility goals at the installation. The Officer encouraged developmental training, worked to have minorities assigned to the facility on a rotational basis, initiated a counseling program and helped establish a worker/trainee program for local high school students interested in learning a specific trade applicable to the facility. The Officer undertook to aid employees interested in receiving high school educations who are employed by the facility. He noted a program co-sponsored by a local community action agency and college leading to high school equivalency degrees known as the General Education Development Program (GED) and was able to get the representative to accept several employees for enrollment. A survey revealed that 59 employees had not finished high school. Of these, twenty-four expressed an interest and in October 1976, six employees entered the program. Once their high school diplomas are received through the GED Program, the individuals will be able to compete for supervisory-level positions. (SA-66--\$400 Special Achievement Award)

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(U/AIUO) An Office of Logistics employee was recognized by a \$1,500 Special Achievement Award for sustained superior performance. The Award was based on dedication to duty, willingness to accept responsibility, unique Agency experience, and flexibility to changing requirements, coupled with broad job responsibilities and demonstrated cost avoidance by assumption of multiple special requirements. (SA-65--\$1,500 Special Achievement Award)

EQUIPMENT MODIFICATION

(U/AIUO) Addition of the 2.65X rhomboid lens to the zoom 240 optics of the MLT-1540 light table decreased the usual clearance between the rhomboid lens and the table top to less than 1/8 inch. The rhomboid lens could easily be damaged by protruding heads of metal screws to the rear of the glass viewing surfaces. An intelligence research specialist proposed that the metal screws be removed and the holes covered with plastic tape dots. The screws served no purpose but were put on the scopes for symmetry. The suggested change has been made on approximately 330 light tables. Although there have been no known cases of any optics being damaged by the screw heads, this suggestion should be a deterrent for future

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possible problems. (Suggestion No. 76-494--\$75 Award)

FORMS

(U) A career trainee designed a form for use in the 3M scoring machine to score the Probability Assessment instruction module test given by OTR/Information Science Training Branch. Use of the new form has resulted in a savings of over \$10 per student for the first five months of use. The new system makes possible more efficient and effective testing. (Suggestion No. 76-231--\$350 Interim Award)

METHOD IMPROVEMENT

(U) Carrier Maintenance Section mechanics responded to trouble calls throughout Headquarters Building on foot carrying the required tools and necessary repair parts. In many instances, two trips or more were required from the shop to the trouble spot just to transport needed parts. An employee proposed that an electric utility cart and battery charger be purchased for use by Carrier Maintenance Section. CMS maintains over 30 miles of tubing and 167 tube stations in Headquarters Building. The battery-operated cart reduces response time to trouble calls and in many instances the need for return trips to the shop for tools and replacement parts. This more efficient use of time during normal duty hours will provide more time for routine maintenance and, possibly, reduce the likelihood of future malfunctions. (Suggestion No. 77-79--\$300 Award)

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(U/AIUO) OL/Packing and Crating Section fabricated 4 X 4 ft. pallets "in-house" to ensure optimum storage and movement of certain cargo. The pallets consisted of three each 2 X 4 in. stringers sandwiched between 1 X 12 in. slats spaced top and bottom as the pallet faces. An employee proposed the use of scrap plywood, which is plentiful, for construction of the pallet faces. This suggestion has resulted in annual lumber savings of \$4,795. Formerly, the plywood remnants were cut into conveniently disposable pieces for the scrap bin. (Suggestion No. 77-70--\$340 Award)

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(U) An OC employee noted that the Agency purchased and

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used inked ribbons in their HI-SPEED printers located in OC, ODP and other Agency offices. The ribbons were used until the ink began to fade and were then discarded. He proposed that these ribbons be sent to FAB-TEX in Rockville, Maryland, for refurbishing and reuse.

(U) During the evaluation process, it was learned that ODP had been sending their computer printer ribbons to FAB-TEX for refurbishing since December 1974, at the suggestion of two of their employees.

(U) It was not possible to have an uncleared contractor reink all HI-SPEED printer ribbons, because information could be recovered from some used ribbons. However, ribbons are being reinked and reused in two areas, resulting in annual savings of over \$8,000. (Suggestion No. 76-87--\$50 Advisory Award to the OC employee for bringing this cost-saving idea to the Committee's attention and a \$520 Award, equally shared, to the two ODP employees)

STATSPEC

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(U) Formerly, [REDACTED] reproduced approximately 450 proofs of its typed [REDACTED] masters on the Minoltafax 1114 copier. These proofs were used by proofreaders and editors to indicate errors on the original. Two employees proposed the use of carbon-letterex behind the typed master to obtain the proof in lieu of the Minoltafax copy. Thus the proof reader now reads the letterex copy and makes the necessary corrections. Appropriate changes are then made to the master, where feasible, before it is sent for production. The change has helped to simplify the processing of [REDACTED]. By using carbon-letterex when typing the masters to obtain proofs in lieu of producing Minoltafax copies, [REDACTED] has been able to release two Minoltafax copiers and the service of a part-time GS-04 clerk. The entire operation is now more rapid and efficient and has resulted in annual savings of over \$7,000. (Suggestion No. 77-122--\$600 Award, equally shared)

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(U) All [REDACTED] were mailed to other government agencies in downtown Washington by the U.S. Postal Service or the Post Office run/stop messenger system. This did not include the copies delivered direct by Agency couriers to USIA, DIA, NSA, State Department, EOB and CIA. A Printing

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Production Specialist proposed that the [REDACTED] be delivered through the Agency Courier Service to all government agencies in downtown Washington or within a practical metropolitan area. Beginning in November 1976, Mail and Courier [REDACTED] implemented delivery to two Congressional locations.

[REDACTED]

PROCEDURES

(U) An employee proposed that a ramp be installed on the Headquarters side of the crosswalk like the one on the P&PD side. Heavy cartloads of material are often transported between Headquarters and P&PD Building. The ramps on the Headquarters compound were constructed in compliance with Federal directives which require that provisions be made for physically handicapped persons. During the evaluation of this suggestion, it was recognized that no practical avenue exists between the P&PD Building and the Headquarters Building which is suitable for use by the physically handicapped. Since the ramp was installed, one person can easily maneuver cartloads of material between P&PD and Headquarters. (Suggestion No. 76-485--\$75 Award)

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(U) Illegible xerox copies were destroyed without credit being received from Xerox Corporation. A secretary suggested that key operators collect illegible copies to be returned to Xerox Corporation for credit. In February 1976, Chief, Records Administration Branch sent a memorandum to all key operators in an effort to persuade officers to claim credit from Xerox Corporation through use of the meter cards. First-year savings from this program were estimated at 60,000 copies. Xerox Corporation gives credit of 3¢ per copy of \$1,800 annual savings. (Suggestion No. 75-378--\$300 Award)

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(U) An employee suggested that the sorter on the Xerox 3600I located in Office of Logistics/Supply Division/Supply Management Branch be returned to Xerox Corporation because it is rarely used. OL terminated rental of the sorter in February 1977 at an annual savings of \$960. (Suggestion No. 77-21--\$100 Award)

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(U/AIUO) Two Office of Communications employees received a supplementary award based on additional savings of over \$10,000 for the micropublication of OC documents where feasible. The suggesters originally received an Award of \$950 in 1975 based on savings of \$7,000 at that time. (Suggestion Nos. 73-50 and 74-387--\$660 supplementary Award, equally shared)

SAFETY

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(U/AIUO) A mechanic noted that the sawing and nailing machines in OL/Packing and Crating Section [REDACTED] lacked ON-OFF indicator lights. The suggester installed a 220 volt red pilot light on each of the sawing and nailing machines. The light indicates whether the machines are ON or OFF. The needed parts were obtained from salvage. In an industrial area where saws, air nailers, carton making machines and material handling equipment are in constant motion, the noise can easily distract a person from what is really happening. With the installation of the warning lights, an employee can now see that a saw is on, thus alerting him to the danger which may exist. (Suggestion No. 77-51--\$100 Award)

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(U) A Federal Protective Officer located in [REDACTED] noted that on the center stairway up to the fourth floor and on the south stairway on landings 2, 3 and 5, there was enough space between the handrail to permit a person to fall. He proposed that restraining devices be installed in these areas. Many [REDACTED] employees as well as visitors use these stairs. In case of fire, the whole building must evacuate by the stairs. The restraining devices prevent a person from falling through the railing and possibly causing serious or permanent injury. Also, due to the fact that chemicals are located in the center and south portions of the building, the need for safe and speedy evacuation is of utmost importance. (Suggestion No. 76-211--\$150 Award)

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(U) Some cypher lock controls in [REDACTED] were located so that it was possible for an individual activating the cypher control to be struck and injured by an access door being opened by a person exiting the controlled area. A personnel officer suggested that the cypher control activating boxes be moved a short distance and out of the path of the door when opened. It was possible to move eight of the cypher lock controls. Although there were no reported serious accidents, many employees have been struck by cypher doors opening into the hallways, have spilled food and have incurred minor injuries. (Suggestion No. 76-152--\$100 Award)

SECURITY

(U) An employee suggested that notices be posted on the Simplex lock doors explaining the rules governing their use; i.e., the push button locks are for personnel control only and not approved to safeguard classified material. Formerly, there were one or two Simplex lock security violations a week. Each violation involved the time of the Guard who discovered the classified material and reported it to the Security Duty Officer. The Security Duty Officer then went to the area and brought back the material to the SDO for overnight retention and made out his report. In buildings away from Headquarters, this consumed as much as 2 hours of his time for each violation. The next day the Violations Officer investigated the violation. This took at least one hour of his time and also involved people in the office concerned as well as the component security officer. Violations in the Simplex lock areas have been reduced considerably since the labels have been in place. (Suggestion No. 75-464--\$125)

April 1978

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggestion and Achievement Awards Newsletter

FROM:

John F. Blake
Deputy Director for Administration

EXTENSION

NO.

DD/A 78-1495/2

DATE

13 JUN 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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